



## TOWN OF WILMINGTON PUBLIC BUILDINGS DEPARTMENT CARPENTER

**Unit:** AFSCME I

**Reporting To:** Superintendent of Public Buildings or designee

**Wages:** \$1,205.26/wk

**Hours:** 2:30 PM - 10:30 PM. School Vacation Hours 7:00 AM to 3:30 PM. Hours are subject to change.

**Application Deadline:** Open Until Filled

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### **Definition:**

Skilled manual work in carpentry, maintenance and repair of public buildings and equipment. Responsible for the safe condition, maintenance and proper function of all other related work as assigned by the Public Buildings Department

### **Distinguishing Characteristics:**

Works under general supervision of the Superintendent and Assistant Superintendent of Public Buildings or their designee working in town buildings and schools:

- Performs varied skilled tasks in accordance with standard practices of the carpentry trade, exercising initiative and judgment in cutting lumber and using materials so as to avoid waste and adapting materials to requirements of particular assignments.
- Makes frequent contacts with school staff, Town employees, and salesmen.
- Works with the Superintendent of Public Buildings and/or his designee to assist in the development of cost estimates for all types of building projects.
- Works with the Superintendent of Public Buildings and/or his designee to assist in the ordering of building supplies, equipment and material required.
- Considerable physical effort required in performing duties under typical shop conditions, with frequent outside work performed under varying weather conditions.
- Performs other duties related or otherwise that are assigned by the Superintendent of Public Buildings and/or his designee as required.
- Maintain established quality and quantity standards. Follows prescribed safety precautions, established department and Town policies, procedures, rules and regulations. Detect and report improper operations, faulty equipment, defective materials and unusual conditions. Maintain work areas and equipment in a clean, orderly, operational and safe manner.
- Keeps current with all safety and building codes. Maintains all required licenses.
- Maintains a clean and orderly work area. Thoroughly cleans area after performance of all jobs. Performs all patching and repair that may be required.
- Performs other duties related or otherwise that are assigned by the Superintendent of Public Buildings and/or his designee as required.

### **Examples of Work**

- Performs but not limited to such activities as measuring, sawing, squaring, fitting, sanding, painting and nailing to completion of construction for the repair of partitions, doors, windows, floors, furniture and building framework.
- Builds special wooden equipment such as bookcases, storage shelves, counters, partitions, cabinets, fences and special furniture; installs ceiling tiles and floor tiles.
- Discusses and lays out design, subject to final approval by the Superintendent or Assistant Superintendent of Public Buildings; orders and picks up materials.

- Operates power woodworking machinery such as drills, lathes, saws, planers and sanders to cut and fashion parts for furniture, fixtures and other wooden articles which require closely fitted parts.
- Performs interior or exterior painting, assist in snow removal operations, or do work normally ascribed to other trades, involving use of bricks, glass blocks, concrete and other building materials; may assist plumber and electrician. Shall assist in setting up for Town elections, Town meeting and all other events as assigned.
- Works with different types of Roofing material in the repair or replacement of roofs.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

High school graduate; five years of experience in carpentry and building maintenance; or any equivalent combination of education and experience.

### **Knowledge, Ability, Skill:**

- Must have and maintain a valid Mass. Driver's license.
- Must have Five (5) years' experience in the trade as a Carpenter.
- Massachusetts Construction Supervisors License preferred.
- Thorough knowledge of Massachusetts Building codes pertaining to maintenance and installation of building materials.
- Considerable knowledge of building materials, methods and techniques of the trade.
- The standard practices required of a Carpenter and skill in the use of the tools and materials of the trade.
- Ability to understand and carry out oral and written instructions.
- Ability to read and work from blue prints and plans.
- Works with different types of Roofing material in the repair or replacement of roofs.

### **Physical Requirements:**

While performing the functions of this job, the employee is required to stand, walk, sit, talk and hear for extended periods. Frequently required use hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms, crawls and climbs. Specific vision abilities required include close and medium distance vision and the ability to adjust focus. Must be able to hear normal sounds, distinguish sound as voice and communicate through human speech. Required to push, pull, lift and carry equipment and supplies weighing up to 70 pounds. Use ladders and bucket truck to reach elevated heights.

### **To Apply:**

Submit resume, cover letter and **completed application**

to:

Town Manager's Office  
Attn: Assistant Town Manager/Human Resources Director  
121 Glen Road  
Wilmington, MA 01887 or  
via email at:  
[jobs@wilmingtonma.gov](mailto:jobs@wilmingtonma.gov)

If submitting by email please use "Position: Carpenter" in the subject line. Resume, cover letter and **completed application** may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically and in a file type other than PDF.

*EOE*

April 2021